APRIL/MAY 2025

23USBA34 — COMPUTER APPLICAITONS IN BUSINESS (SEC IV)

Time : Three hours Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

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1. How can you create shortcuts?

2. Recall the font styles available in MS Word.

3. What is spread sheet?

4. How will you insert and delete a row in MS Excel?

5. Outline the purpose of formula in Excel.

6. Summarize the concept of formula auditing.

7. Show the meaning of header and footer?

8. What is presentation style?

9. Define Questionnaire?

10. List the applications of tally.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions.

11. (a) Identify the various applications of toolbars.

Or

(b) How tables are created in MS Word?

12. (a) Explain the tool bars and icons in MS Excel.

Or

(b) Discuss the process of entering and editing data in MS Excel.

13. (a) List the formatting tools in spread sheet.

Or

(b) Survey the importance of error checking and spell check.

14. (a) State the procedure for insert a picture in a presentation.

Or

(b) Discuss the various formatting tools in presentation.

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15. (a) Analyze the advantages of using a questionnaire.

Or

(b) How to make a survey in google forms?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Elaborate the procedure involved in mail merge.

17. Explain the applications of spread sheet.

18. Assess the various formatting of text in Excel.

19. Analyze the different templates and layout in presentation.

20. Discuss the features of Tally accounting software.

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